

# Disgrifiad Swydd a Manyleb y Person



## MANYLION Y SWYDD

<b>Teitl y Swydd:</b>	Dirprwy Bennaeth Gwasanaethau Ariannol (Dirprwy Swyddog Adran 151)
<b>Gradd:</b>	Prif Swyddog B
<b>Cyfadrn:</b>	Addysg a Gwasanaethau Corfforaethol
<b>Adran:</b>	Gwasanaethau Ariannol
<b>Isadrn:</b>	
<b>Lleoliad:</b>	Tŷ Penallta
<b>Yn atebol i:</b>	Pennaeth Gwasanaethau Ariannol a Swyddog Adran 151

## DIBEN Y SWYDD

Bydd deiliad y swydd yn cynorthwyo'r Pennaeth Gwasanaethau Ariannol a Swyddog Adran 151, a lle bo angen yn dirprwyo ar ei ran, i gyflawni agenda Gwasanaethau Ariannol y Cyngor o ran cydymffurfedd statudol, datblygu strategaeth a chyfrifoldeb rheoli.

Bydd deiliad y swydd hefyd yn arwain gwaith datblygu a gweithredu systemau rheoli ariannol effeithiol a chynllunio'r gweithlu ar gyfer y Gwasanaethau Ariannol i sicrhau bod systemau ac adnoddau cadarn ar waith i gynorthwyo'r gwaith o gyflawni amcanion corfforaethol strategol y Cyngor.

Bydd deiliad y swydd yn uwch gynghorydd ar feysydd o fewn y portffolio a bydd angen iddo feithrin perthnasoedd gweithio effeithiol gyda'r Tîm Rheoli Corfforaethol, Pennaethiaid Gwasanaeth, Rheolwyr Gwasanaeth ac Aelodau Etholedig.

## MEYSYDD CANLYNIADAU ALLWEDDOL

Cynorthwyo'r Pennaeth Gwasanaethau Ariannol a Swyddog Adran 151, a dirprwyo ar ei ran, fel yr arweinydd strategol a sicrhau bod amcanion y Cyngor yn y maes Gwasanaethau Ariannol yn cael eu cyflawni'n effeithiol ac yn effeithlon, gan gynnwys y canlynol:-

- Gwasanaethau Cyfrifyddiaeth.
- Treth y Cyngor a'r Ardreth Annomestig Genedlaethol (Ardrethi Busnes).
- Gweinyddu Mân Ddyledwyr ac Arianwyr.
- Budd-daliadau Tai.
- Archwilio Mewnol.
- Rheoli Yswiriant.

Bod yn Ddirprwy Swyddog Cyllid Cyfrifol Statudol y Cyngor o dan adran 151 o Ddeddf Llywodraeth Leol 1972.

Darparu'r gwasanaeth o fewn y gyllideb.

Darparu gwasanaethau ariannol effeithiol sy'n helpu ysgogi trawsnewid yr Awdurdod cyfan a sicrhau bod Cynllun Corfforaethol y Cyngor, y Cynllun Llesiant Lleol a'r Agenda Llunio Lle yn cael eu cyflawni'n llwyddiannus.

Cyflawni yn ôl amcanion wedi'u pennu mewn cynlluniau gweithredu ar gyfer mentrau penodol.

Cyflawni yn ôl cyfrifoldebau statudol a glynu wrth y gofynion deddfwriaethol perthnasol.

Datblygu a sicrhau partneriaethau effeithiol rhwng y Cyngor, cymunedau lleol a rhanddeiliaid ar gyfer y gwasanaeth, gan ddarparu cymorth gweithredol priodol mewn cydweithrediad, er mwyn cyflawni canlyniadau a rennir sy'n cyfrannu at gyflawni amcanion y Cyngor a/neu sicrhau adnoddau ar gyfer y Cyngor.

## PROFFIL MANWL O'R DASG

Darparu cyngor, arweiniad ac arbenigedd i Gyfarwyddwyr, Penaethiaid Gwasanaeth, Rheolwyr Gwasanaeth ac Aelodau Etholedig ar faterion hynod gymhleth a chynhennus yn ymwneud â Gwasanaethau Ariannol.

Dirprwyo lle bo angen fel Swyddog Adran 151 Statudol y Cyngor wrth ddarparu arweinyddiaeth strategol ar gyfer Gwasanaethau Ariannol y Cyngor ac wrth wneud trefniadau ar gyfer gweinyddu materion ariannol y Cyngor yn briodol.

Arwain gwaith darparu gwasanaethau o ansawdd uchel sy'n rhoi gwerth am arian ar draws gwasanaethau penodol a hyrwyddo mynediad at gyfleoedd a chyfle cyfartal.

Gweithio gyda Chyfarwyddwyr, Penaethiaid Gwasanaeth a Rheolwyr Gwasanaeth i sicrhau bod trefniadau partneriaeth fusnes cadarn ar waith i gefnogi gwaith cynllunio ariannol a rheolaeth gyllidebol effeithiol.

Rhagweld a dadansoddi tueddiadau ariannol, a chynghori Cyfarwyddwyr, Penaethiaid Gwasanaeth a Rheolwyr Gwasanaeth ar gamau priodol i gynnal cywirdeb ariannol y Cyngor.

Cynorthwyo'r Pennaeth Gwasanaethau Ariannol a Swyddog Adran 151 i gyflawni gofynion deddfwriaethol mewn perthynas â pharatoi cyfrifon, gosod cyllideb a Threth y Cyngor a gofynion ariannol eraill a sicrhau bod y Cyngor yn gweithredu'n gyfreithlon.

Paratoi, gweithredu a monitro'r Cynlluniau Gwella Gwasanaeth ar gyfer meysydd penodol o fewn y portffolio a sicrhau bod nodau, amcanion a chynlluniau gweithredu'r Gwasanaeth yn galluogi cyflawni amcanion strategol y Cyngor a darparu gwasanaethau priodol o ansawdd uchel.

Paratoi cyllideb y Gwasanaeth yn unol â chanllawiau polisi a blaenoriaethau y cytunwyd arny'n nhw gan y Cyngor, sicrhau bod y Gwasanaeth yn cael ei ddarparu o fewn y gyllideb, monitro gwariant yn ôl y gyllideb ac adrodd, os oes angen, ar unrhyw gamau gweithredu angenrheidiol.

Ymchwilio i ddulliau newydd ac arloesol o ddarparu gwasanaethau ar draws y portffolio a gwneud y mwyaf o adnoddau a sicrhau gwerth am arian, a'u datblygu nhw.

Bod yn gyfrifol am adrannau ac unigolion o fewn y portffolio gwasanaeth, a darparu arweinyddiaeth, arweiniad a chefnogaeth, gan gynnwys gosod a monitro safonau a thargedau iddyn nhw.

Ymgynghori, fel y bo'n briodol, â'r Aelod/Aelodau Cabinet perthnasol ac Aelodau Etholedig eraill a darparu gwybodaeth briodol ac ystyrlon i alluogi Aelodau, y Cyngor, y Cabinet, Pwyllgorau a rheolwyr i fonitro perfformiad yn ôl safonau a thargedau cytunedig a chynnydd tuag at gyflawni amcanion strategol y Cyngor.

Meithrin a sefydlu cysylltiadau agos â chyrrff allanol.

Bod yn gyfrifol am ddatblygu, gweithredu, monitro ac adrodd ar ganlyniadau ar gyfer mentrau strategol penodol ar draws y Cyngor fel y'u pennir i ddeiliad y swydd.

Sicrhau bod prosesau a gweithdrefnau yn cynorthwyo cydymffurfiaeth â deddfwriaeth berthnasol a pholisïau'r Cyngor, gan gynnwys lechyd a Diogelwch, ym mhob rhan o'r maes gwasanaeth.

## **PERTHNASOEDD GWEITHIO ALLWEDDOL**

Datblygu perthnasoedd gweithio effeithiol â Chyfarwyddwyr, Penaethiaid Gwasanaeth, Uwch Reolwyr, Cabinet ac Aelodau Etholedig y Cyngor.

Gweithio gydag ystod eang o bartïon gan gynnwys Swyddfa Archwilio Cymru, Archwilydd Allanol y Cyngor, partneriaid eraill yn y sectorau cyhoeddus a gwirfoddol, sefydliadau'r sector preifat ac aelodau o'r cyhoedd.

## **CYFRIFOLDEBAU AM STAFF**

### **Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd**

Bydd y portffolio yn cynnwys cyfrifoldeb rheolwr llinell uniongyrchol am y canlynol:-

- Rheolwr Cyllid (Cyllid Corfforaethol).
- Rheolwr Cyllid (Gwasanaethau Corfforaethol a Chymunedau).
- Rheolwr Cyllid (Addysg a Gwasanaethau Corfforaethol).
- Rheolwr Gwasanaethau Ariannol (Gwasanaethau Cymdeithasol).
- Prif Gyfrifydd Grŵp (Tai).

## **CYFRIFOLDEBAU AM ADNODDAU**

### **Cyllid, Peiriannau, Adeiladau neu Gyfarpar**

Cyfrifoldeb uniongyrchol am gyllideb o tua £2.07 miliwn.

### **Systemau Data**

Mynediad at nifer o gronfeydd data'r Cyngor.

## **AMGYLCHEDD GWAITH**

Gweithio ystwyth, gan gynnwys bod yn bresennol yn y swyddfa a gofyniad i fynychu cyfarfodydd ac ymweld â sefydliadau yn y Fwrdeistref Sirol, a'r tu allan iddi.

Bydd angen mynychu cyfarfodydd tu allan i oriau swyddfa.

## GOFYNION YCHWANEGOL

<b>Cyfyngiad Gwleidyddol:</b>	Oes
<b>Gwiriad y Gwasanaeth Datgelu a Gwahardd:</b>	Nac oes
<b>Gwiriad y Rhestr Wahardd:</b>	Nac oes
<b>Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:</b>	Nac oes
<b>Cofrestru:</b>	Nac oes

## CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

**Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.**

**MANYLEB Y PERSON**

	<b>HANFODOL</b>	<b>DYMUNOL</b>
<b>CYMWYSTERAU</b>	<p>Cymhwyster proffesiynol/rheoli perthnasol hyd at safon gradd neu gymwysterau ar lefel debyg o fewn y Fframwaith Credydau a Chymwysterau.</p> <p>Cyfrifydd Cymwys gyda chymhwyster sy'n cael ei gydnabod gan Bwyllgor Ymgynghorol Cyrff Cyfrifyddiaeth (CCAB).</p> <p>Aelod o Sefydliad Siartredig Cyllid Cyhoeddus a Chyfrifyddiaeth (CIPFA) (neu gorff perthnasol arall).</p>	Cymhwyster rheoli ôl-raddedig.
<b>GWYBODAETH</b>	<p>Gwybodaeth fanwl am ddeddfwriaeth, rheoliadau a chodau ymarfer ym meysydd ariannol ac archwilio sy'n berthnasol i fyd llywodraeth leol, paratoi a rheoli cyllidebau, llywodraethu, tendro a rheoli contractau.</p> <p>Gwybodaeth a dealltwriaeth o'r ystod o faterion polisi a gweithredol sy'n wynebu'r Gwasanaethau Ariannol a byd llywodraeth leol yn gyffredinol.</p> <p>Gwybodaeth am faterion/ gweithdrefnau Adnoddau Dynol ac lechyd a Diogelwch sy'n ymwneud â darparu gwasanaethau rheng flaen.</p>	
<b>SGILIAU</b>	<p>Sgiliau arwain a rheoli arloesol ar lefel uchel mewn amgylchedd cymhleth sy'n newid yn gyflym.</p> <p>Y gallu i weithio ar y cyd o fewn fframwaith amlasiantaeth.</p> <p>Y gallu i asesu blaenoriaethau corfforaethol a dyfeisio atebion effeithiol i broblemau cymhleth.</p> <p>Y gallu i ddadansoddi a gwerthuso gwybodaeth a sefyllfaoedd.</p>	Sgiliau Cymraeg.

	HANFODOL	DYMUNOL
	<p>Y gallu i asesu blaenoriaethau, dyfeisio atebion a gwneud penderfyniadau cadarn.</p> <p>Y gallu i feddwl yn strategol, yn arloesol ac yn rhagweithiol.</p> <p>Y gallu i ysgogi staff ar bob lefel.</p> <p>Gwneud penderfyniadau cadarn.</p> <p>Cyfathrebwr medrus, ar lafar ac yn ysgrifenedig, i ystod eang o gynulleidfaoedd, gan ddefnyddio gwahanol gyfryngau.</p> <p>Y gallu i weithio dan bwysau ac i amserlenni tynn.</p> <p>Y gallu i drafod ag eraill, a dylanwadu arnyn nhw.</p>	
<b>PROFIAD</b>	<p>Profiad o waith Uwch Reoli ac Arwain.</p> <p>Profiad o reoli ym maes Gwasanaethau Ariannol y sector cyhoeddus.</p> <p>Profiad o waith rheoli llinell a goruchwylio staff.</p> <p>Profiad o weithio gydag aelodau etholedig.</p> <p>Profiad o fod yn gyfrifol am lunio cynlluniau strategol.</p> <p>Profiad o weithio mewn partneriaeth agos.</p> <p>Profiad o gynllunio, datblygu a gweithredu polisiau a gweithdrefnau newydd.</p> <p>Profiad o sicrhau bod trefniadau rheolaeth ariannol yn gadarn ac yn effeithiol i ategu gwaith rheoli'r gyllideb a chynllunio ariannol cadarn.</p>	<p>Profiad rheoli ehangach yn sector llywodraeth leol.</p> <p>Llwyddiant blaenorol o ran gweithio mewn partneriaeth a dulliau arloesol o ddarparu gwasanaethau.</p>

	HANFODOL	DYMUNOL
	Profiad o ddefnyddio gwaith rheoli perfformiad i wella gwasanaethau.	
ARALL	<p>Ymrwymiad i ethos gwasanaeth sy'n atebol yn ddemocrataidd.</p> <p>Sensitifrwydd gwleidyddol, ac yn gallu cynnal didueddrwydd, gan reoli perthnasoedd gwleidyddol gyda phob plaid.</p> <p>Y gallu i weithio mewn amgylchedd cyfrinachol.</p> <p>Agwedd hyblyg/addasadwy at y gwaith ac yn gallu gweithio oriau anghymdeithasol ar adegau.</p> <p>Wedi ymrwymo i ddatblygiad proffesiynol parhaus.</p>	

**AWDURDODI'R SWYDD**

<b>PENNAETH GWASANAETH:</b>	Stephen Harris	<b>DYDDIAD:</b>	16/02/2023
<b>RHEOLWR:</b>		<b>DYDDIAD:</b>	
<b>ADNODDAU DYNOL:</b>	Lynne Donovan	<b>DYDDIAD:</b>	16/02/2023

**ADOLYGU'R SWYDD**

<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	



# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Deputy Head of Financial Services (Deputy S151 Officer)
<b>Grade:</b>	Chief Officer B
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	Financial Services
<b>Section:</b>	
<b>Location:</b>	Penallta House
<b>Responsible to:</b>	Head of Financial Services & S151 Officer

## JOB PURPOSE

The postholder will support and where required deputise for the Head of Financial Services & S151 Officer in the delivery of the Council's Financial Services agenda in terms of statutory compliance, strategy development and management responsibility.

The postholder will also lead on the development and implementation of effective financial management systems and workforce planning for Financial Services to ensure that robust systems and resources are in place to support delivery of the Council's strategic corporate objectives.

The postholder will be a senior advisor on areas within the portfolio and will need to build effective working relationships with the Corporate Management Team, Heads of Service, Service Managers and Elected Members.

## KEY RESULT AREAS

To support and deputise for the Head of Financial Services & S151 Officer as the strategic lead and ensure the effective and efficient delivery of the Council's objectives in the field of Financial Services consisting of the following: -

- Accountancy Services.
- Council Tax & NNDR (Business Rates).
- Sundry Debtors & Cashiers Administration.
- Housing Benefits.
- Internal Audit.
- Insurance Management.

To be the Council's Deputy Statutory Responsible Finance Officer under Section 151 of the Local Government Act 1972.

Delivery of the service within budget.

To deliver effective financial services that help drive whole Authority transformation and ensure the successful delivery of the Council's Corporate Plan, the Local Wellbeing Plan and PlaceShaping Agenda.

Delivery against objectives set down in implementation plans for specific initiatives.

Delivery against statutory responsibilities and adherence to the relevant legislative requirements.

To develop and ensure effective partnerships between the Council, local communities and stakeholders for the service, providing appropriate operational support in collaboration, in order to achieve shared outcomes that contribute to the delivery of the Council's objectives and/or to secure resources for the Council.

## DETAILED TASK PROFILE

To provide advice, guidance and expertise to Directors, Heads of Service, Service Managers and Elected Members on highly complex and contentious issues related to Financial Services.

To deputise where required as the Council's Statutory S151 Officer in the provision of strategic leadership of the Council's Financial Services and in the making of arrangements for the proper administration of the Council's financial affairs.

To lead the delivery of high quality, value for money services across specified services and to promote access to and equality of opportunity.

To work with Directors, Heads of Service and Service Managers to ensure that robust business partnering arrangements are in place to support financial planning and effective budgetary control.

To forecast and analyse financial trends and advise Directors, Heads of Service and Service Managers on appropriate action to maintain the financial integrity of the Council.

To support the Head of Financial & S151 Officer in the discharge of legislative requirements in relation to the preparation of accounts, budget and Council Tax setting and other financial requirements and to ensure the Council acts lawfully.

To prepare, implement and monitor the Service Improvement Plans for specified areas within the portfolio and to ensure that the Service aims, objectives and action plans enable the achievement of the Council's strategic objectives and the provision of appropriate high quality services.

To prepare the service budget in line with the policy guidelines and priorities agreed by the Council, to ensure that the service is delivered within budget, to monitor expenditure against budget and to report, if required, on any action necessary.

To research and develop new and innovative approaches to service provision across the portfolio and to maximise resources and ensure value for money.

To be responsible for and provide leadership, guidance and support, including setting and monitoring standards and targets to sections and individuals within the service portfolio.

To consult, as appropriate, with the relevant Cabinet Member(s) and other Elected Members and provide appropriate and meaningful information to enable Members, the Council, Cabinet,

Committees and managers to monitor performance against agreed standards and targets and progress towards achieving the Council's strategic objectives.

To foster and establish close links with external bodies.

To be responsible for developing, implementing, monitoring and reporting on results for specific strategic initiatives across the Council as assigned to the postholder.

To ensure processes and procedures support compliance throughout the service area with relevant legislation and Council policies, including Health and Safety.

## KEY WORKING RELATIONSHIPS

Develop effective working relationships with Directors, Heads of Service, Senior Managers, Cabinet and Elected Members of the Council.

Work with a wide range of parties including Wales Audit Office, the Council's External Auditor, other Public and Voluntary Sector Partners, private sector organisations and members of the public.

## RESPONSIBILITIES FOR STAFF

### **Post Titles, Numbers and Level of Accountability**

The portfolio will include direct line management responsibility for the following: -

- Finance Manager (Corporate Finance).
- Finance Manager (Corporate Services and Communities).
- Finance Manager (Education and Corporate Services).
- Financial Services Manager (Social Services).
- Principal Group Accountant (Housing).

## RESPONSIBILITIES FOR RESOURCES

### **Financial; Plant; Buildings or Equipment**

Direct responsibility for a budget of £2.07million.

### **Data Systems**

Access to a number of Council databases

## WORKING ENVIRONMENT

Agile working, including office attendance and a requirement to attend meetings and visit establishments both within and outside the County Borough.

Attendance at meetings outside of office hours will be required.

## ADDITIONAL REQUIREMENTS

<b>Politically Restricted:</b>	Yes
<b>Disclosure and Barring Service Check:</b>	No
<b>Barred List Check:</b>	No
<b>Baseline Pre Employment Medical Assessment:</b>	No
<b>Registration:</b>	No

## ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Relevant professional / management qualification to degree standard or qualifications set at a similar level within the Credit and Qualifications Framework.</p> <p>Qualified Accountant with CCAB recognised qualification.</p> <p>Member of CIPFA (or other relevant body).</p>	<p>Post graduate management qualification.</p>
<b>KNOWLEDGE</b>	<p>In depth knowledge of financial and audit legislation, regulations and codes of practice relevant to local government, budget preparation and management, governance, tendering and contract management.</p> <p>Knowledge and understanding of the range of policy and operational issues confronting Financial Services and Local Government generally.</p> <p>Knowledge of Human Resources and Health and Safety matters/procedures involved in front-line service delivery.</p>	
<b>SKILLS</b>	<p>High-level innovative leadership and management skills in a complex, rapidly changing environment.</p> <p>Ability to joint work with within a multi-agency framework.</p> <p>Ability to assess corporate priorities and devise effective solutions to complex problems.</p> <p>Ability to analyse and evaluate information and situations.</p> <p>Ability to assess priorities, devise solutions and make sound decisions.</p>	<p>Welsh language skills.</p>

	ESSENTIAL	DESIRABLE
	<p>Ability to think strategically, innovatively and proactively.</p> <p>Ability to motivate staff at all levels.</p> <p>Sound decision-making.</p> <p>Skilled communicator, both orally and in writing to a wide range of audiences, utilising different media.</p> <p>Ability to work under pressure and meet tight timescales.</p> <p>Ability to negotiate with and influence others.</p>	
EXPERIENCE	<p>Experience of Senior Management and Leadership.</p> <p>Experience of managing in public sector Financial Services.</p> <p>Experience of line management and supervision of staff.</p> <p>Experience of working with Elected Members.</p> <p>Experience of being responsible for producing strategic plans.</p> <p>Experience of close partnership working.</p> <p>Experience of planning development and implementation of new policies and procedures.</p> <p>Experience of ensuring financial management arrangements are sound and effective to support strong budget management and financial planning.</p> <p>Experience of using performance management to improve services.</p>	<p>Wider management experience in the local government sector.</p> <p>Proven track record of partnership working and innovative approaches to the delivery of services.</p>

	ESSENTIAL	DESIRABLE
OTHER	<p>Commitment to the ethos of a democratically accountable Service.</p> <p>Political sensitivity, and able to maintain impartiality, managing political relationships across all parties.</p> <p>Ability to work in a confidential environment.</p> <p>Have a flexible/adaptable approach to work and be able to work unsocial hours on occasions.</p> <p>Committed to continuous professional development.</p>	

**POST AUTHORISATION**

<b>HEAD OF SERVICE:</b>	Stephen Harris	<b>DATE:</b>	16/02/2023
<b>MANAGER:</b>		<b>DATE:</b>	
<b>HR:</b>	Lynne Donovan	<b>DATE:</b>	16/02/2023

**POST REVIEW**

<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	